



Town of Fairhaven

Job Description

Job Title: Shellfish Deputy/Assistant Harbormaster

Hours: Varies; not to exceed 19 per week

Supervisor: Harbormaster/Shellfish Warden

Status: FLSA Non-Exempt, hourly, non-union

Summary

The Shellfish Deputy/ Harbormaster assists the Department of Marine Resources with general and technical work relating to aquaculture, shellfish bed patrol, propagation of shellfish, protection of the shellfishery, and does other work as directed by the Harbormaster.

Essential Functions:

- Assists the Harbormaster and other deputies with general and technical work in matters relating to shellfishery in the town; all other related work as required. Generally responsible for the maintenance of various shellfish propagation activities within the town by culturing and maintaining shellfish seed in shellfish nursery systems, moving stock, and seeding appropriate habitats.
- Oversees operations relating to the “pump-out” boat; with the direction of the Harbormaster.
- Assists the Harbormaster in patrolling the coastline by watercraft to detect and deter unsafe boating practices.
- Enforces shellfish regulations to general public, including giving verbal and written warnings, as well as issuing citations for State and Town laws, by-laws, rules and regulations.
- Designs and constructs structures and equipment to be used in the management of the shellfishery. Cleans, repairs and maintains shellfish gear and equipment throughout the season.
- Performs law enforcement duties of Deputy Shellfish Constable. Assists with volunteer groups and educational classes.
- Regularly lifts objects weighing 30+ pounds. Frequently has to walk in water with hip boots or chest waders. Other physical activities include raking, kneeling and climbing in and out of boats and standing for long periods of time.
- Participates in shellfish relays with bags and bushels weighing up to 80 pounds. Must be comfortable on boats and in the water.
- Assists the Department with other duties, as assigned.

Knowledge, Skills and Abilities

- Local and state laws, by-laws, rules and regulations regarding shellfishing. Knowledge of aquaculture and a general knowledge of Town waters and shoreline.
- Written and oral communications, organization and planning skills, good social skills; operating boats, vehicles, tools and equipment safely and effectively.

- Follow complex written and oral instructions. Clearly and effectively communicate with others, maintain accurate records, and provide information and assistance to the public. Good powers of observation and memory. Ability to work outdoors in all types of weather conditions, work independently and prioritize tasks, work effectively under time constraints, swim, and deal with the general public tactfully, appropriately, and in a positive manner. Ability to work irregular shifts, including weekends, holidays and evenings.

Education and Experiences/Special Requirements

- High School degree required. Experience in environmental science, marine biology, shellfish aquaculture or equivalent desired.
- Class D driver's license required. Certification as a First responder and in CPR desired.
- Completion of a USCG and Commonwealth of Massachusetts Approved Boating Course desired.
- Knowledge and experience in the field of shellfish propagation and management desirable. Knowledge of operation and trailering small boats preferred.
- Equipment used includes automobiles, light trucks, trailers, boats, hand tools, power tools, pumps, office equipment, computers and other associated equipment.

Working Conditions

- Moderate, with occasional strenuous physical effort required of duties performed in the field with frequent exposure to adverse weather conditions.
- Makes frequent contacts with the general public, town officials and staff.
- Employee works both indoors and outdoors, including working on local waterways, in all types of weather.
- Employee frequently lifts up to 30 lbs., and occasionally lifts up to 100 lbs., sometimes repetitively.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)